

FileBound Help Document

Help Topics

See Pages

- | | |
|---|----------|
| 1. How to log onto FileBound | 2 to 3 |
| 2. How to do a basic contract search | 4 to 7 |
| 3. How to do a wildcard search | 8 to 15 |
| 4. Document Viewer, What you can do with a contract | 16 to 23 |
| 5. How to Logoff FileBound | 24 to 26 |

How to Login onto FileBound

Login using the password “public”



By logging in you agree to the terms and conditions as provided in the [licensing agreement](#).

Version 5.4.2

User Name

Password

Type public into this text box then click

How to Search for a Contract

Enter the search information

FileBound
Document Management Solutions

City of Indianapolis/Marion County Contracts

Search **Last**

Projects **Search** **Clipboard** **Logout** **Home**

Search

City of Indianapolis/Marion County Contracts

Contract Number to

Vendor Name

Department/Agency

Contract Amount to

Contract Type

B Number

Start Date to

Current Expiration Date to

☐ Search Clipboard Only

(Enter Name to Save Search)

+ Advanced Search Options

Search

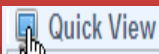
Type what information you want to search into the into the text boxes then click **Search**

Note:



- The FileBound Search feature is used to search for files located within a project. In each project, you can perform a search using the project's specified index field values.
- You can type in as little or as much information as you would like about a contract to start a search.


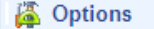
You will then see an overview of the contract


File Details





To view the actual contract, click 

| File Details | | Quick View | Options |
|-------------------------|---------------------------|------------|---------|
| Contract Number | | | |
| Vendor Name | Sample Public Contract #1 | | |
| Department/Agency | CITY/COUNTY | | |
| Contract Amount | \$10,000 | | |
| Contract Type | PROFESSIONAL | | |
| ITB Number | ITB-0001235 | | |
| Start Date | 01/15/2008 | | |
| Current Expiration Date | 12/31/2010 | | |
| Last Changed | 6/23/2010 12:24:00 AM | | |
| ChangedBy | Susan Vaughn | | |

 Documents  Notes

 Quick View  Options

Total: 20 Document(s) 

| CONTRACT DOCUMENT | | | | | |
|--------------------------|------|---|------------|----------------------|-----------------------|
| <input type="checkbox"/> | Page | Document Name | User Filed | Date Filed | Last View |
| <input type="checkbox"/> | 1 |  | svaughn | 3/24/2010 1:14:59 PM | 6/23/2010 1:49:00 AM |
| <input type="checkbox"/> | 2 |  | svaughn | 3/24/2010 1:14:59 PM | 6/23/2010 1:49:00 AM |
| <input type="checkbox"/> | 3 |  | svaughn | 3/24/2010 1:15:00 PM | 6/23/2010 12:17:00 AM |
| <input type="checkbox"/> | 4 |  | svaughn | 3/24/2010 1:15:01 PM | 6/23/2010 12:17:00 AM |

Now you are viewing the actual contract



There are a wide variety of options you have when looking at a contract, to learn about these functions see pages 16 to 23 or place your mouse over the icon to view hover text about them.

To look through the contract pages, click on the page numbers

CONTRACT #2

Attachments described in Article 1, and any written supplemental agreement or modification entered into between CITY and CONTRACTOR after the date of this AGREEMENT.

- 3.2 This AGREEMENT constitutes the entire agreement between the parties and supersedes all prior agreements, written or verbal, between CITY and CONTRACTOR. No statements, promises, or agreements whatsoever, written or verbal, in conflict with the terms of the AGREEMENT have been made by CITY or CONTRACTOR which in any way modify, vary, alter, enlarge or invalidate any of the provisions hereof and / or obligations herein stated.
- 3.3 This AGREEMENT may be amended and modified only in writing signed by both CITY and CONTRACTOR.
- 3.4 CITY DOES NOT GUARANTEE A MINIMUM OR MAXIMUM AMOUNT OF WORK FOR CONTRACTOR DURING THE TERM OF THE AGREEMENT.
- 3.5 CONTRACTOR AGREES THAT THIS AGREEMENT IS NOT AN EXCLUSIVE CONTRACT AND THAT CITY IS FREE TO CONTRACT WITH OTHER COMPANIES TO PROVIDE THE SERVICES COVERED BY THIS AGREEMENT.

ARTICLE 4: CONTRACTOR'S RESPONSIBILITIES

- 4.1 CONTRACTOR shall provide all labor, equipment, and materials necessary to perform the required services. CONTRACTOR shall be responsible for the maintenance and repair of its equipment and for the availability, presence, and supervision of its employees.
- 4.2 Safe operations in the performance of required and related services shall be the sole responsibility of CONTRACTOR. CONTRACTOR shall meet all federal, state, and local rules, regulations, and laws. Equipment operated in the performance of services under this AGREEMENT shall be operated in such a manner so as to prevent damage to mail boxes, fences, signs, trees, shrubs, delineators, or other fixtures. All mowing

How to do a Wildcard Search

Wild Card Search

FileBound
Document Management Solutions

City of Indianapolis/Marion County Contracts

Search **Last**

Projects **Search** **Clipboard** **Logout** **Home**

Search

City of Indianapolis/Marion County Contracts

Contract Number

Vendor Name

Department/Agency

Contract Amount to

Contract Type

ITB Number

Start Date to

Current Expiration Date to

☐ Search Clipboard Only

(Enter Name to Save Search)

+ Advanced Search Options

Search

Type a % into the text box
then click **Search**



Note:






The % variable performs a wildcard search which retrieves all the contracts available in the database.

You are now able to see all of the City of Indianapolis/Marion County contracts

FileBound
Document Management Solutions

City of Indianapolis/Marion County Contracts

Search **Last**  





 **Projects**  **Search**  **Clipboard**  **Logout**  **Home**



Search

Found 961 File(s)

 **Options**

  Page 1  

| <input type="checkbox"/> | Contract Number | Vendor Name | Department/Agency | Contract Amount | Contract Type | ITB Number | Start Date | Current Expiration Date |
|--------------------------|---------------------------------|--|-----------------------------------|---------------------------------|-------------------------------|----------------------------|----------------------------|---|
| <input type="checkbox"/> | 58 | XEROX CORPORATION FINANCE CENTER | CITY/COUNTY | \$4,000,000 | TERM | ITB-0003324 | 04/09/2003 | 04/08/2007 |
| <input type="checkbox"/> | 72 | RUNDELL ERNSTBERGER ASSOCIATES | DPW | \$4,906,538 | PROFESSIONAL | | | 12/12/2000 |
| <input type="checkbox"/> | 97 | BLACK VEATCH CORPORATION | DPW | \$263,250 | PROFESSIONAL | | | 12/31/2009 |
| <input type="checkbox"/> | 122 | R.W. ARMSTRONG ASSOCIATES, INC. | DPW | \$596,666 | PROFESSIONAL | | | 12/31/2000 |
| <input type="checkbox"/> | 126 | INTERFLEET INC. | DPW | \$920,430 | | | | |
| <input type="checkbox"/> | 139 | INDPLS. NEIGHBORHOOD HOUSING PARTNERSHIP | DMD | \$63,000 | | | | |
| <input type="checkbox"/> | 159 | ADVANTAGE HEALTH PLAN | ADMIN | | | | | |
| <input type="checkbox"/> | 161 | PATRIOT ENGINEERING | DPW | \$104,700 | | | | |
| <input type="checkbox"/> | 162 | ADVANCE SWEEPING SERVICES, INC. | DPW | \$5,430,884 | | | | |
| <input type="checkbox"/> | 241 | AF ENGINEERING CO., LLC. | DPW | \$240,000 | | | | |
| <input type="checkbox"/> | 292 | CHRISTOPHER B BURKE ENGINEERING LTD | DPW | \$23,308 | | | | |

Note:

To sort through the contracts, click on the titles in light blue above. The contracts will then be ordered according to the specific title you clicked on. For example go to the next slide to see the contracts ordered by Vendor Name.

You are now viewing the contracts sorted by Vendor Name

FileBound
Document Management Solutions

City of Indianapolis/Marion County Contracts

Search Last

Projects Search Clipboard Logout Home



Found 961 File(s)

Options Page 1

| | Contract Number | Vendor Name | Department/Agency | Contract Amount | Contract Title | Current Expiration |
|--------------------------|-----------------|--|-------------------|-----------------|----------------|---------------------------------|
| <input type="checkbox"/> | 1106 | 1200 MADISON, LLC | ADMIN | \$1,525,939 | PROF | 0/2017 |
| <input type="checkbox"/> | 659 | 3M COMPANY | DPW | \$292,948 | TERM | 0005635 00/22/2005 - 00/23/2007 |
| <input type="checkbox"/> | 5906 | ABC, OF PHONICS INC | DPR | \$1,440 | PROFESSIONAL | 12/31/2010 |
| <input type="checkbox"/> | 5964 | ABIGAIL H KIM-CHUI | COUNTY | \$30,300 | PROFESSIONAL | 12/31/2009 |
| <input type="checkbox"/> | 6991 | ABIGAIL H KIM-CHUI | COUNTY | \$30,000 | PROFESSIONAL | 01/06/2010 12/31/2010 |
| <input type="checkbox"/> | 6010 | ACKLIN JILL | COUNTY | \$16,200 | PROFESSIONAL | 12/31/2009 |
| <input type="checkbox"/> | 7062 | ACKLIN JILL | COUNTY | \$13,500 | PROFESSIONAL | 01/11/2010 12/31/2010 |
| <input type="checkbox"/> | 6248 | ADANAC GOLF MANAGEMENT, INC | DPR | \$ | | |
| <input type="checkbox"/> | 6622 | ADULT AND CHILD MENTAL HEALTH CENTER INC | DMD | \$ | | |
| <input type="checkbox"/> | 162 | ADVANCE SWEEPING SERVICES, INC | DPW | \$ | | |
| <input type="checkbox"/> | 159 | ADVANTAGE HEALTH PLAN | ADMIN | | | |
| <input type="checkbox"/> | 6679 | AECOM TECHNICAL SERVICES, INC | DMD | \$ | | |

Note:

- The contracts are now ordered alphabetically based on the Vendors Name. The same can be done for each of the titles in light blue above.
- Use the Arrows highlighted above to navigate through the pages of contracts.

View a contract

FileBound
Document Management Solutions

City of Indianapolis/Marion County Contracts

[Search](#) [Last](#)

[Projects](#) [Search](#) [Clipboard](#) [Logout](#) [Home](#)

 **Search**

Found 961 File(s)

[Options](#) [Page 1](#)

| <input type="checkbox"/> | Contract Number | Vendor Name | Department/Agency | Contract Amount | Contract Type | ITB Number | Start Date | Current Expiration Date |
|--------------------------|---------------------------------|--|-----------------------------------|---------------------------------|-------------------------------|----------------------------|----------------------------|---|
| <input type="checkbox"/> | 1106 | 1200 MADISON, LLC | ADMIN | \$1,525,939 | PROFESSIONAL | | | 11/30/2017 |
| <input type="checkbox"/> | 659 | 3M COMPANY | DPW | \$292,948 | TERM | ITB-0005635 | 06/22/2005 | 06/23/2007 |
| <input type="checkbox"/> | 5906 | ABC, OF PHONICS INC | DPR | \$1,440 | PROFESSIONAL | | | 12/31/2010 |
| <input type="checkbox"/> | 5964 | ABIGAIL H KIM-CHUI | COUNTY | \$30,300 | PROFESSIONAL | | | 12/31/2009 |
| <input type="checkbox"/> | 5901 | ABIGAIL H KIM-CHUI | COUNTY | \$30,000 | PROFESSIONAL | | 01/06/2010 | 12/31/2010 |
| <input type="checkbox"/> | | ACKLIN JILL | COUNTY | \$16,200 | PROFESSIONAL | | | 12/31/2009 |
| <input type="checkbox"/> | | ACKLIN JILL | COUNTY | \$13,500 | PROFESSIONAL | | 01/11/2010 | 12/31/2010 |
| <input type="checkbox"/> | | ADANAC GOLF MANAGEMENT, INC | DPR | \$50,000 | PROFESSIONAL | | | 12/31/2009 |
| <input type="checkbox"/> | | ADULT AND CHILD MENTAL HEALTH CENTER INC | DMD | \$75,240 | PROFESSIONAL | | | 06/11/2010 |
| <input type="checkbox"/> | | ADVANCE SWEEPING SERVICES, INC | DPW | \$5,430,884 | TERM | ITB-0005563 | 04/18/2005 | 08/31/2008 |
| <input type="checkbox"/> | 159 | ADVANTAGE HEALTH PLAN | ADMIN | | PROFESSIONAL | | | 12/12/2000 |
| <input type="checkbox"/> | 6670 | AFCON TECHNICAL SERVICES, INC | DMD | \$600,000 | PROFESSIONAL | | | 12/31/2010 |

Click on the file icon to view the contract.

You are now viewing the contract overview

File Details

| File Detail | | Quick View | Options |
|-------------------------|---------------------|------------|---------|
| Contract Number | 5906 | | |
| Vendor Name | ABC, OF PHONICS INC | | |
| Department/Agency | DPR | | |
| Contract Amount | \$1,440 | | |
| Contract Type | PROFESSIONAL | | |
| ITB Number | | | |
| Start Date | | | |
| Current Expiration Date | 12/31/2010 | | |
| Last Changed | 6/2/2010 6:19:00 PM | | |
| ChangedBy | Susan Vaughn | | |

Documents





Notes

Quick View

Options

Total: 4 Document(s)

2009 FILE

| <input type="checkbox"/> | Page | Document Name | User Filed | Date Filed | Last View |
|--------------------------|------|---|------------|----------------------|----------------------|
| <input type="checkbox"/> | 1 |  | ioslab | 2/9/2010 11:28:21 AM | 6/2/2010 6:19:00 PM |
| <input type="checkbox"/> | 2 |  | ioslab | 2/9/2010 11:28:22 AM | 2/10/2010 2:48:00 PM |
| <input type="checkbox"/> | 3 |  | ioslab | 2/9/2010 11:28:22 AM | 2/10/2010 2:48:00 PM |
| <input type="checkbox"/> | 4 |  | ioslab | 2/9/2010 11:28:23 AM | 2/10/2010 2:48:00 PM |

To view the actual contract, click one of two buttons

File Details

To view the actual contract, click **Quick View**

| File Details | |
|-------------------------|---------------------|
| Contract Number | |
| Vendor Name | AMT, OF PHONICS INC |
| Department/Agency | DPR |
| Contract Amount | \$1,440 |
| Contract Type | PROFESSIONAL |
| ITB Number | |
| Start Date | |
| Current Expiration Date | 12/31/2010 |
| Last Changed | 6/2/2010 6:19:00 PM |
| ChangedBy | Susan Vaughn |

Quick View **Options**
View / Add Documents

Documents

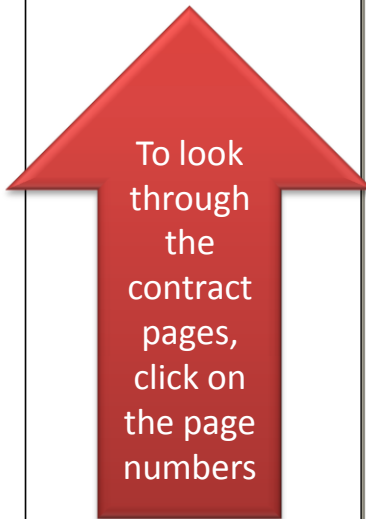
You may also click this **Quick View** to view the actual contract

Quick View **Options**
View / Add Documents

Total: 4 Document(s)

| 2009 FILE | | | | | |
|--------------------------|------|---------------|------------|----------------------|----------------------|
| | Page | Document Name | User Filed | Date Filed | Last View |
| <input type="checkbox"/> | 1 | | ioslab | 2/9/2010 11:28:21 AM | 6/2/2010 6:19:00 PM |
| <input type="checkbox"/> | 2 | | ioslab | 2/9/2010 11:28:22 AM | 2/10/2010 2:48:00 PM |
| <input type="checkbox"/> | 3 | | ioslab | 2/9/2010 11:28:22 AM | 2/10/2010 2:48:00 PM |
| <input type="checkbox"/> | 4 | | ioslab | 2/9/2010 11:28:23 AM | 2/10/2010 2:48:00 PM |

You are now viewing the actual contract



File Contents

- Documents
 - 5906
 - 2009 FILE
 - Page 0001
 - Page 0002
 - Page 0003
 - Page 0004

Contract Summary
(To be submitted when not competed through the [blank] Division)

Contract #: 5700 *pm*

Requesting Department/Division Community Recreation & Sports Division Date Prepared 9/29/08

Contact Person/Purchase Kathy Fitzgerald Phone 327-7099

Type of Service

Personal (for definition refer to directions on the back) ☐ Legal Services (requires prior approval by City Legal) ☐

Professional (for definition refer to directions on the back) ☐ Lease (real-estate) ☐

Other Non-Competable Service ☒

Contract Information

New Agreement ☒ Amendment # _____ Requires Board Approval Yes ☐ No ☒

Debarment ☒ Form Attached <http://www.cpls.gov/> Insurance Certificate Yes ☐ No ☒

Grant Funding Yes ☐ No ☒ MBE ☐ WBE ☐

Vendor Name ABCs of Phones Inc. Requisition Number _____

Amount of this Action Not To Exceed \$7,200.00 New Contract Total Not to Exceed \$7,200.00

Contract Expiration Date 12/31/10

Department Method of Source Selection: Proposal/Quotes/Bids ☐ Request for Qualifications ☐ No Competition ☒
(please explain) Contractor's fees are competitive with other similar contractors.

Specific Location of Source Documents 2301 CCB Contact Person/Documents Marvin Williams

Summary/Justification (all amendments must include: original contract purpose/term/amount)
Contractor will instruct Preschool/Youth classes at Broad Ripple Family Center provided classes meet Minimum registration requirements.

There are a wide variety of options you have when looking at a contract, to learn about these functions see pages 16 to 23 or place your mouse over the icon to view hover text about them.

What You Can do With a Contract

Once you are viewing a contract you have several options available to you

File Contents

- Documents
 - 97
 - 2008 FILE
 - Page 0001
 - Page 0002
 - Page 0003
 - Page 0004
 - Page 0005
 - Page 0006
 - Page 0007
 - Page 0008
 - Page 0009
 - Page 0010
 - Page 0011
 - Page 0012
 - Page 0013
 - Page 0014
 - Page 0015
 - Page 0016
 - Page 0017
 - Page 0018
 - Page 0019
 - Page 0020
 - Page 0021
 - Page 0022
 - Page 0023
 - Page 0024
 - Page 0025
 - Page 0026

Project No.: SY-00-077

97
p8m

CITY OF INDIANAPOLIS
DEPARTMENT OF PUBLIC WORKS
AGREEMENT BETWEEN CITY AND ENGINEER

AMENDMENT # 2

THIS AMENDMENT IS TO THE AGREEMENT made and entered into the 14th day of February, 2007 by and between the Department of Public Works of the City of Indianapolis (OWNER) and Black and Veatch Cooperation (ENGINEER).

WITNESSETH

WHEREAS, circumstances have arisen which necessitate changes in the original AGREEMENT; and,

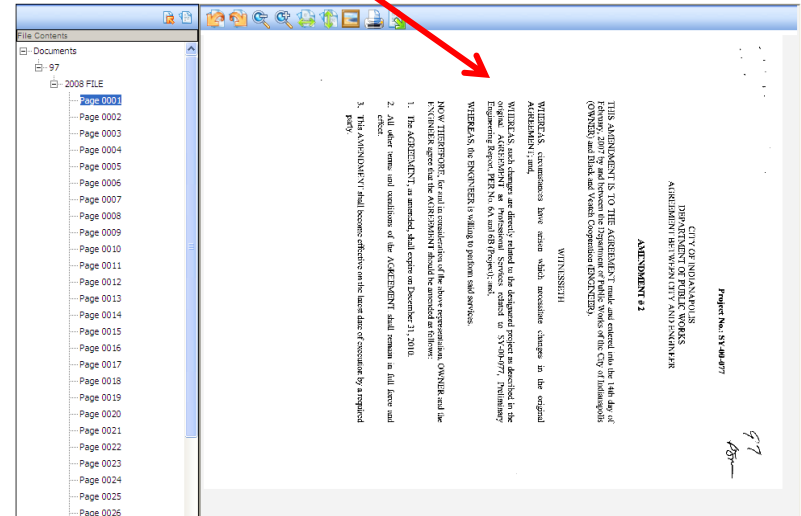
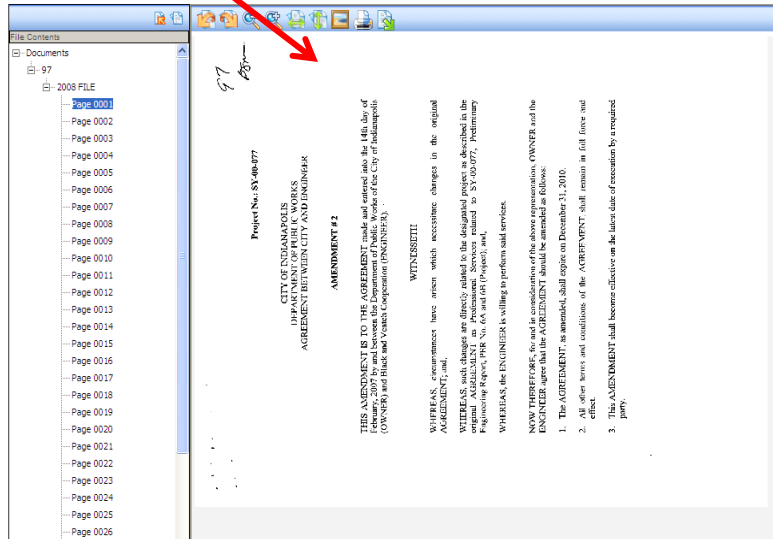
WHEREAS, such changes are directly related to the designated project as described in the original AGREEMENT as Professional Services related to SY-00-077, Preliminary Engineering Report, PER No. 6A and 6B (Project); and,

WHEREAS, the ENGINEER is willing to perform said services.

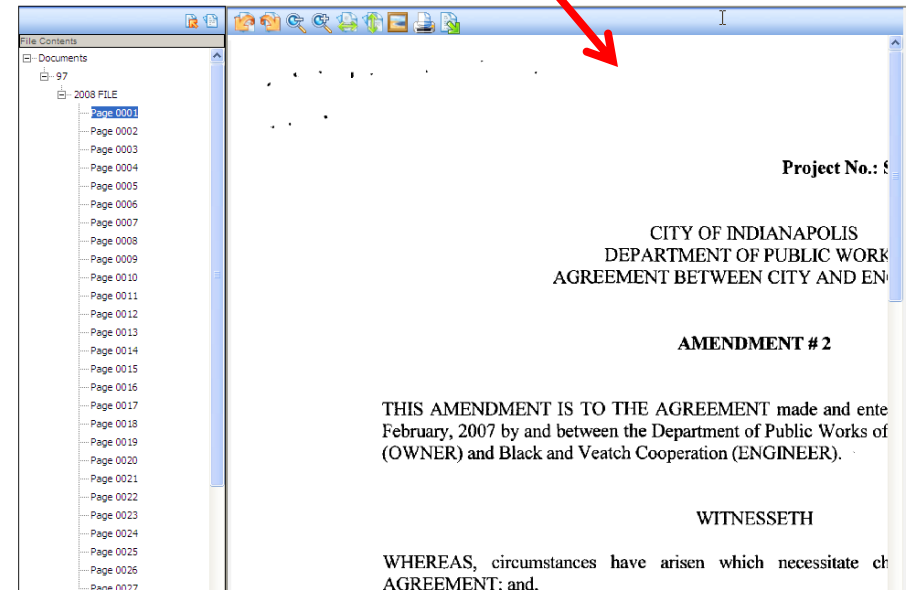
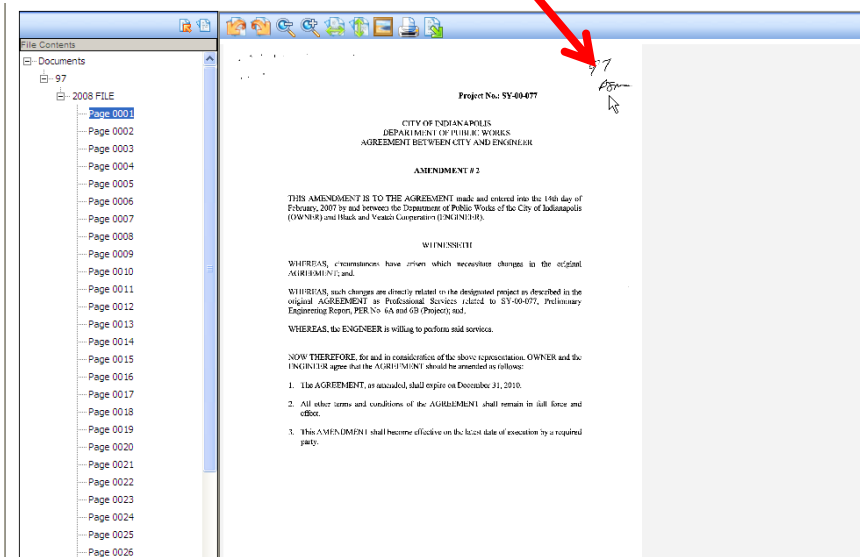
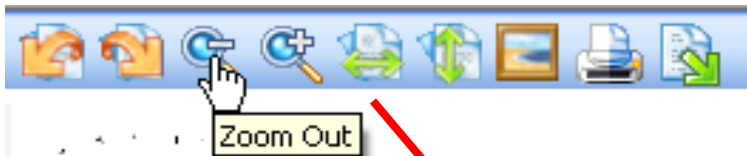
NOW THEREFORE, for and in consideration of the above representation, OWNER and the ENGINEER agree that the AGREEMENT should be amended as follows:

1. The AGREEMENT, as amended, shall expire on December 31, 2010.

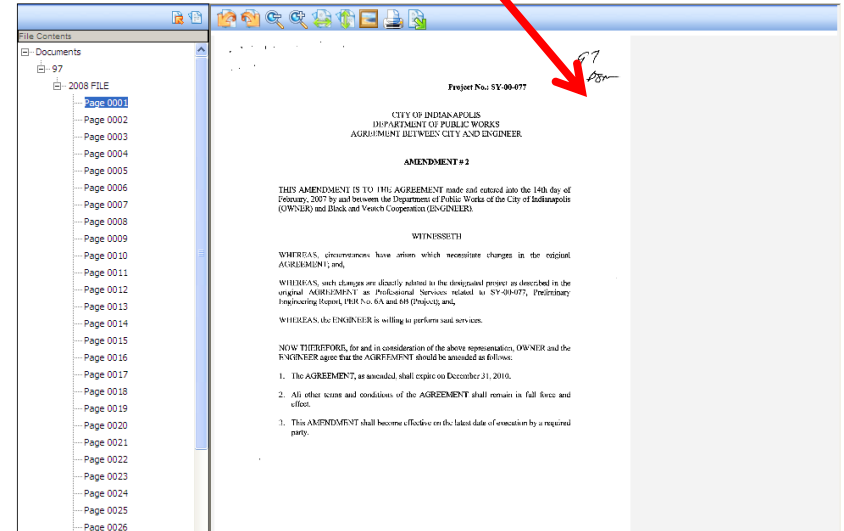
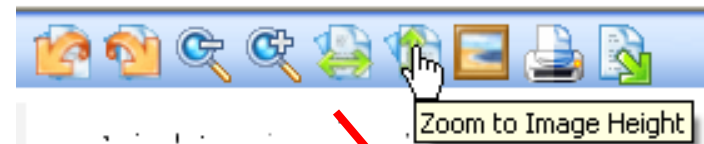
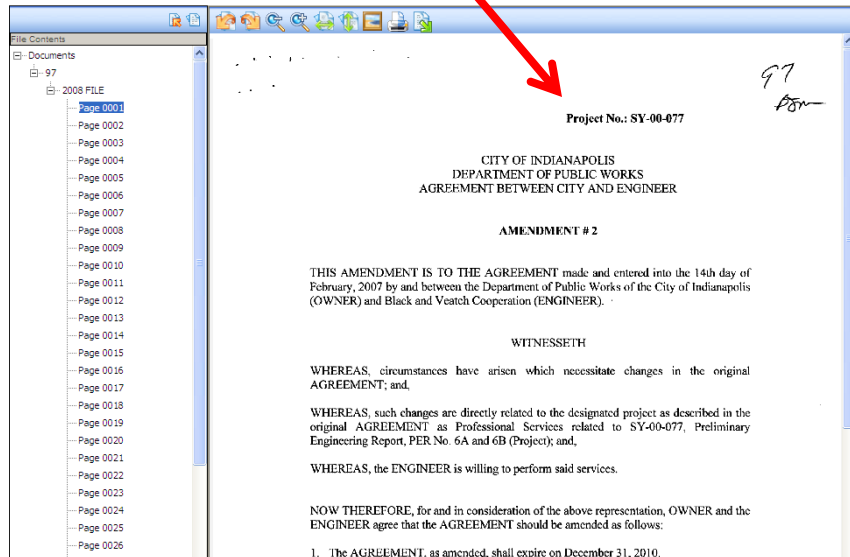
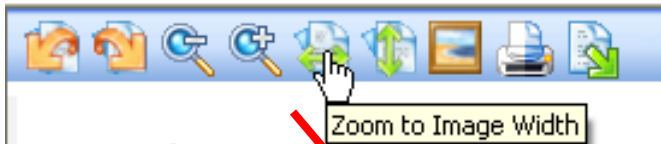
You can Rotate the contract



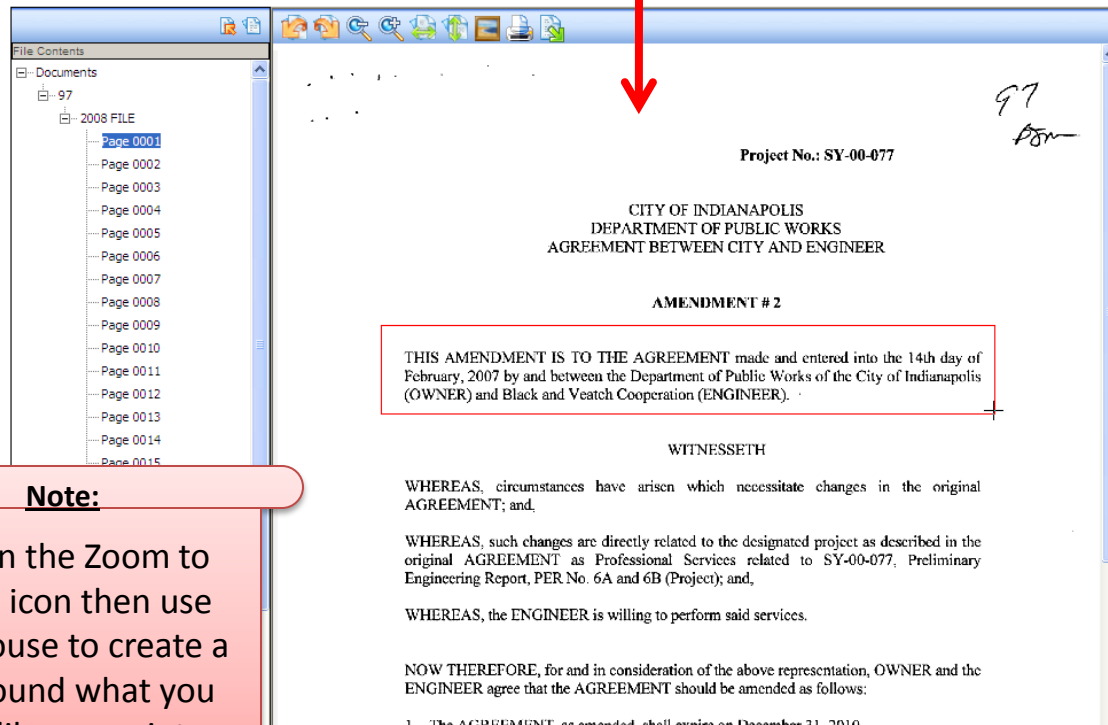
You can Zoom in/out of the contract



You can zoom to contract width/height



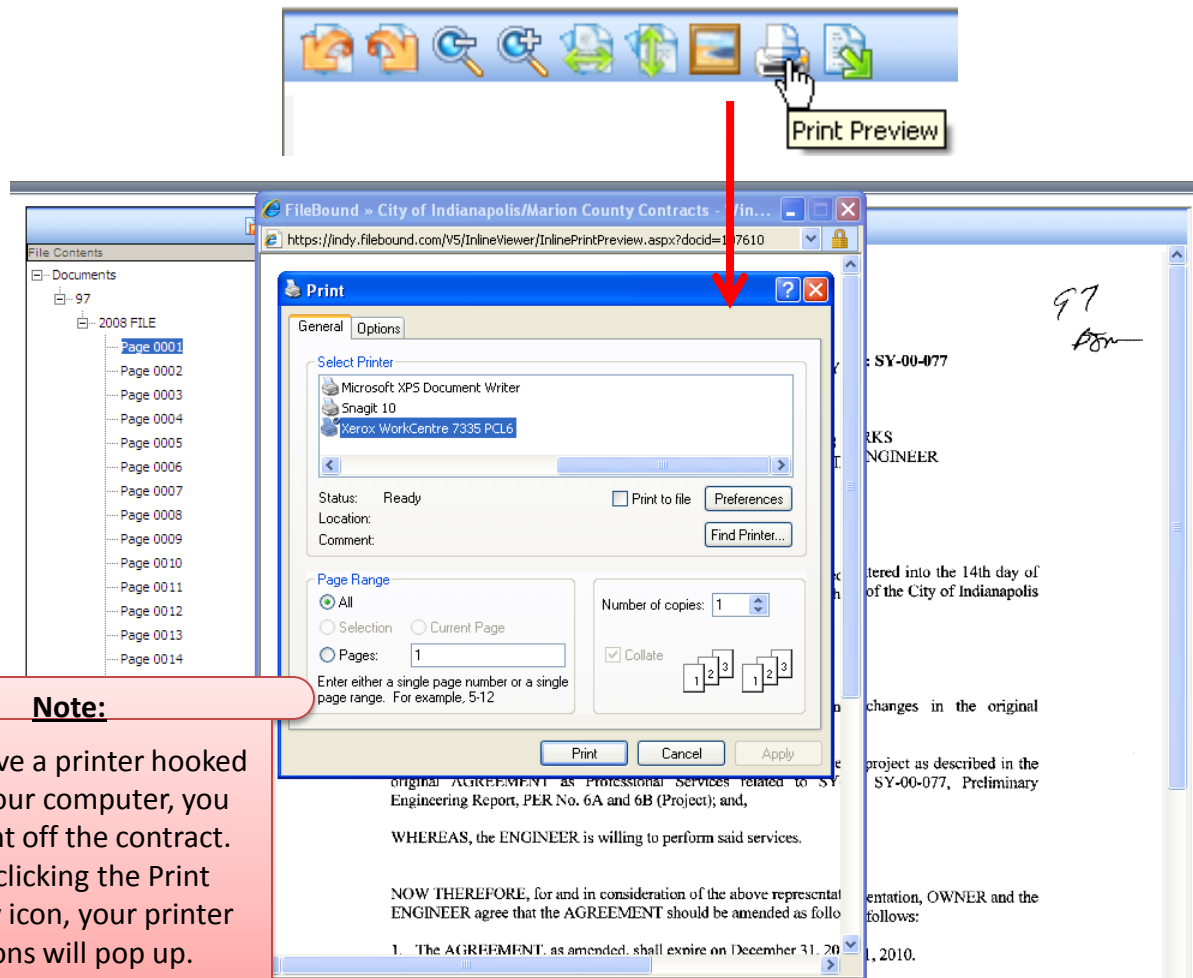
You can zoom into a specific region



Note:

Click on the Zoom to Region icon then use your mouse to create a box around what you would like zoom into.

You can print the contract

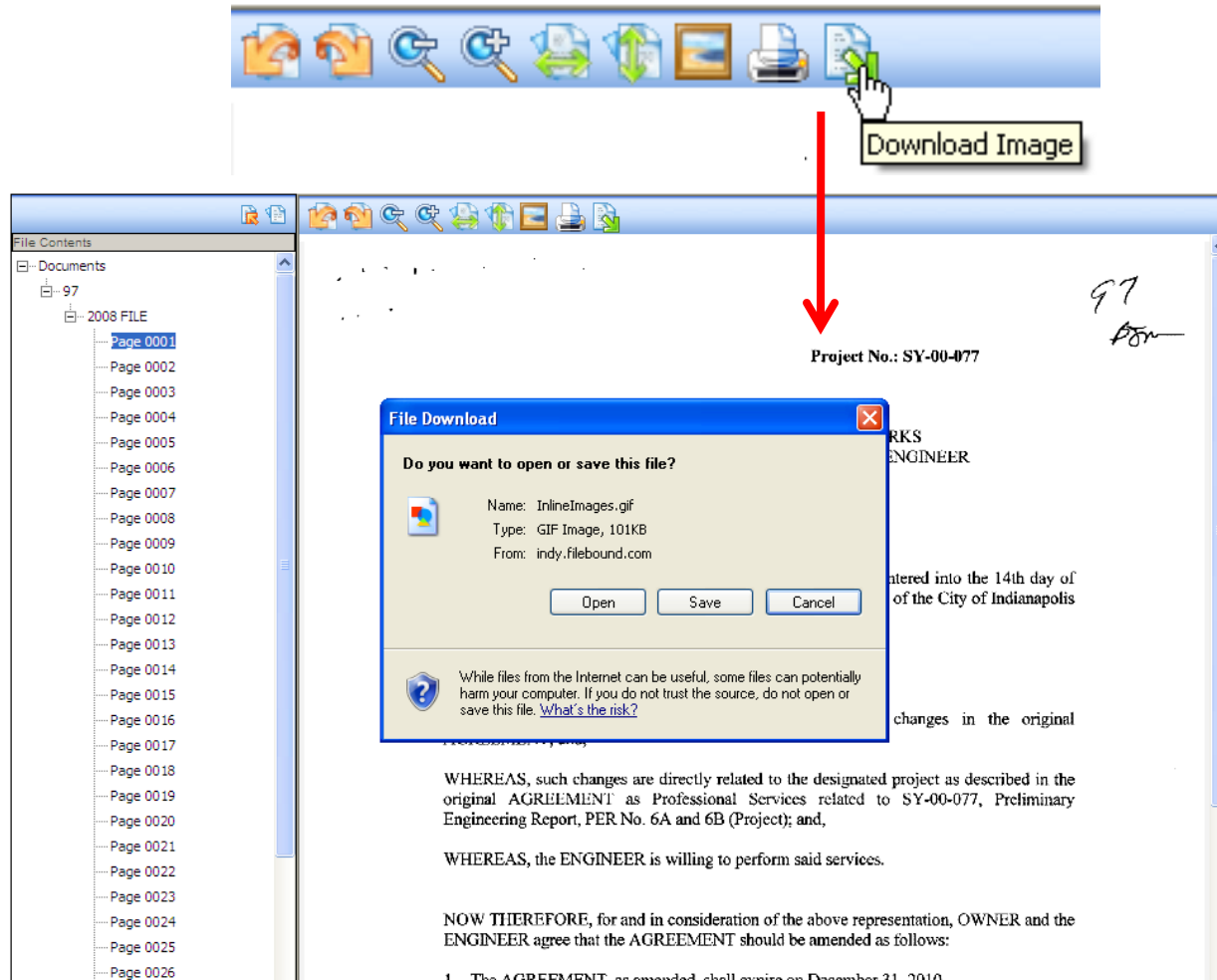


The screenshot shows a web browser window displaying a contract document. A toolbar at the top contains various icons, including a printer icon. A red arrow points from the printer icon to a 'Print Preview' button. Below this, a 'Print' dialog box is open, showing printer selection options (Microsoft XPS Document Writer, Snagit 10, Xerox WorkCentre 7335 PCL6) and page range settings. The dialog box has tabs for 'General' and 'Options'. The 'General' tab is active, showing the selected printer, status, location, and comment. The 'Options' tab shows page range settings (All, Selection, Current Page, Pages) and the number of copies (1). The 'Print' button is highlighted.

Note:

If you have a printer hooked up to your computer, you can print off the contract. After clicking the Print Preview icon, your printer options will pop up.

You can save the document to your computer



How to Logout of FileBound

Logout

The screenshot displays the FileBound web application interface. The top navigation bar includes the FileBound logo, the text 'City of Indianapolis/Marion County Contracts', a search bar, and buttons for 'Search', 'Last', and 'Logout'. Below the navigation bar, the 'File Details' section is visible, showing a table of contract information. A large red arrow points to the 'Logout' button in the top navigation bar, with the text 'To logout of FileBound click' and a 'Logout' button icon.

FileBound
Document Management Solutions

City of Indianapolis/Marion County Contracts

Search Last

Projects Search Clipboard Logout Home

File Details

File Detail Quick View Options View / Add Documents

| | |
|-------------------------|---------------------------|
| Contract Number | 5551235 |
| Vendor Name | Sample Public Contract #1 |
| Department/Agency | CITY/COUNTY |
| Contract Amount | \$10,000 |
| Contract Type | PROFESSIONAL |
| ITB Number | ITB-0001235 |
| Start Date | 01/15/2008 |
| Current Expiration Date | 12/31/2010 |
| Last Changed | 6/23/2010 12:24:00 AM |
| ChangedBy | Susan Vaughn |

Documents Notes

Quick View Options

Total: 20 Document(s)

CONTRACT DOCUMENT

To logout of FileBound click

Logout

You are now logged out of FileBound



By logging in you agree to the terms and conditions as provided in the [licensing agreement](#).

Version 5.4.2

User Name

Password

Login